

## Install Chrome Extensions in the New Microsoft Edge

The new version of Windows 10's web browser, Microsoft Edge, should be with you soon (if it hasn't arrived already). Its big claim to fame is that it's based on Google's immensely popular Chrome browser, making it faster, lighter on battery usage, and hopefully more reliable than the Edge of old.

Being based on Google Chrome gives it one other advantage: along with being able to install extensions from the comparatively-small Microsoft Store, it can also install extensions designed for Chrome itself. That gives you access to thousands of Chrome's most popular extensions like Adobe Acrobat, uBlock Origin and Avast SafePrice.

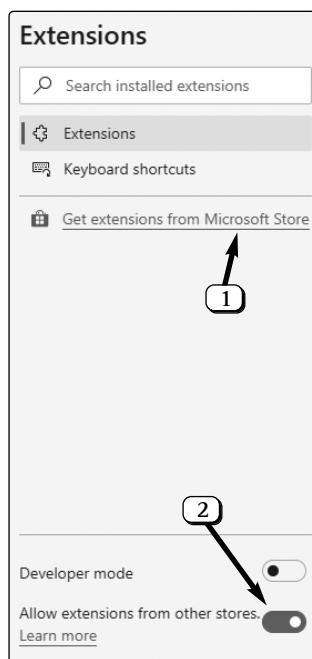
When you want to go in search of extensions for Edge, start by clicking the ... ('Settings and more') button at the far-right of the toolbar and choosing Extensions. On the new tabbed page that appears, you could now click the words Get extensions from Microsoft Store (1) to look in Edge's own store.

If you'd like to explore the Chrome store and install extensions from there, click the switch beside Allow extensions from other stores (2) and then click Allow in the popup that appears. (You only have to do this once and Edge remembers the settings in the future.)

The new Edge is based on Google Chrome

So you can install Chrome extensions

Visit the Extensions page in Edge



Tell it to allow Chrome extensions

## Visit the Chrome Web Store

Now, either in the current tab or in a new one, visit the address of the Chrome Web Store:

[chrome.google.com/webstore/category/extensions](https://chrome.google.com/webstore/category/extensions)

Now you can browse the Chrome extensions on the first page, or click **Search the store** at the left to search for extensions by name or keyword.



Once you arrive, you might like to add this page to your Favourites (by pressing **(Ctrl)** + **(D)**) to make this page easier to revisit in future.

## Don't install too many at once!

Just one quick tip to keep in mind. Although Chrome extensions should work in Edge, they haven't been tested, so don't get too carried away! It's wise to install just one at a time and ensure that Edge still behaves itself before installing another. That way, if you run into a problem, you can be fairly sure that it's your latest extension at fault.



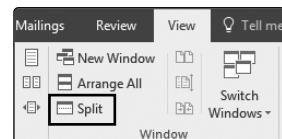
## Word: View and Edit Two Parts of a Document at Once

### Too much scrolling?

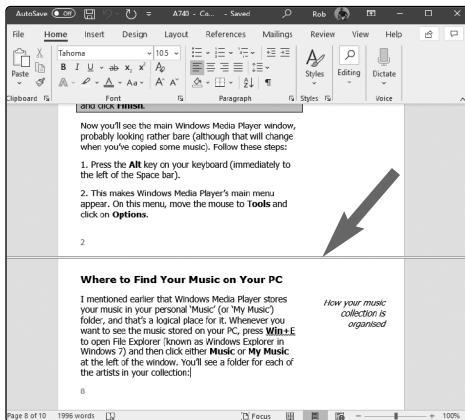
When you're working on a long document in Microsoft Word, do you ever find yourself scrolling up and down between the section you're writing and an earlier section you need to refer to?

### Split the screen instead!

There's no need to do anything so slow and cumbersome: Word has a useful feature that allows you to see two areas of the document at once. To use it, switch to the View tab on the Ribbon and click the Split button in the 'Window' group. In Word 2013 and later, your document is



immediately split into two by a horizontal dividing line; in Word 2010, click the left mouse button at a point in your document roughly halfway down the page and the dividing line will appear.



See two areas of your document, separated by a horizontal divider

Now you can scroll either section – above or below the dividing line – up or down as necessary to see the two areas of the document you need to work on. You can also edit either part of your document in exactly the way you always do: it's still just one document, but you're seeing two different parts of it at once.

If the dividing line isn't quite where you want it, move the mouse pointer on to that dividing line and drag it upwards or downwards to adjust the relative heights of the two sections.

You can work on either area



To remove the split and return to the normal view of your document, just click the Remove Split button on the Ribbon, which replaced the Split button you clicked earlier.

Return to the normal view



**Deleting thousands of files can be slow**

**Windows has to find them all first**

**Formatting it takes just seconds**

**Right-click the flash drive and choose Format**

## Delete All Files from a Flash Drive Quickly

Have you ever plugged in a flash drive (or a memory card, or something similar) aiming to delete everything it contained, and then sat for several minutes as the process slowly crawled along?

You probably did it in the way that seemed most obvious: you double-clicked the drive's icon in File Explorer, selected the files and folders shown and then pressed the **[Del]** key. When you do that, Windows has to look through every folder on the drive, finding every file and deleting them all one by one. If the drive contains a couple of dozen files the job should be finished in no time; if it contains hundreds or thousands, this 'one by one' approach can take quite a while.

If you know the drive contains a very large number of files, and you're certain you do want to delete them all, emptying the drive, format it instead. That takes just a few seconds, regardless of whether the drive contains a dozen files or a million.

In File Explorer, right-click your flash drive's icon and choose **Format**. In the dialog that opens, pictured to the right, make sure there's a tick beside **Quick Format** (1) and click the **Start** button (2), then click **OK** to the warning that this will erase the drive (which is what you're intending, of course!). Almost before you know it, you'll see another message that the job is complete: click **OK** and you can eject this now-empty drive (or start copying new files to it).

